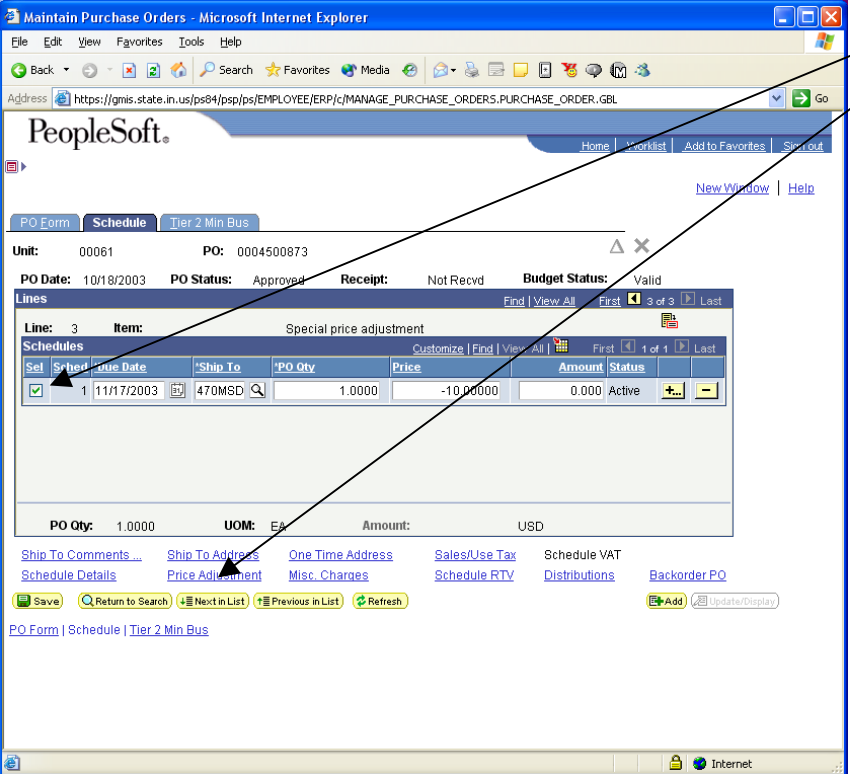


Purchase Order Line Price Adjustments

This guide reviews the steps to enter a Price Adjustment on a Purchase Order. You cannot enter a negative amount as the unit price on a PO line item; negatives must be entered as price adjustments. You cannot enter price adjustments for a catalog item unless the item is flagged to allow price adjustments; most items are not so flagged.

Price Adjustments might include a special discount for a QPA line item or a special increase or discount in the price of one PO line item. You may enter more than one adjustment for each PO line. The price adjustments are recorded separately on the PO_VAL_ADJ table. Price adjustments will not be separately printed on a purchase order; only the net adjusted price will be printed.

More information is available in PeopleBooks at: PeopleSoft 8.4 Purchasing PeopleBook > Creating Purchase Orders Online > Entering Schedule Price Adjustments.

Step	Directions
<p>A. Navigation and Search</p> 	<ol style="list-style-type: none"> 1. Navigation: Start from the Maintain Purchase Orders component. 2. Navigate to the <u>Schedule</u> tab. 3. Select the line you want to work with. 4. Click on the underlined link for <u>Price Adjustments</u>.

Step

Directions

B. Enter Price Adjustments

1. Notice that the base price is already entered. This information was copied from the PO line information and should not be changed here.
2. Add an adjustment by clicking the yellow plus sign (+).
3. Select the Type – this will normally be OTH for other.
4. Type in an explanation of this adjustment.
5. Select the adjustment type (see the explanation below).
6. Enter the amount or percentage.
7. If you need to, click the refresh button to recalculate the net price.
8. Click OK to return to the PO Line Schedule information.
9. The price adjustment information will not be saved until you save the PO.
10. The budget checking status changes to “not checked” after entering a price adjustment.

Type - Adjustment Type:

There are various types of adjustments available for POs. The type indicates the origin of the price adjustment amount. For example, the Type value is set to CNT (contract) if the PO line is associated with a contract and the contract has contract price adjustments defined. The system calculates some of the adjustments, including the base price adjustment. You can indicate whether the adjustment should be applied for all types, except the base price type.

- **Base:** Base price from the item's Purchasing Attributes page. This is either the item and vendor price or the standard item price. The base price is always the first adjustment and cannot be deleted. Unless the base price adjustment type is user defined, you cannot change it. User-defined base price adjustment types are possible only if you are ordering by description.
- **CNT:** The price adjustment is from the contract.
- **TBL:** The price adjustment (discount or surcharge) is from the item's Price Adjustments page.
- **FRT:** The price adjustment is from a freight charge.
- **TAX:** The price adjustment is from a sales or use tax amount.
- **OTH:** Other miscellaneous adjustments. If selected, enter the adjustment description in the available text box.

Adj Meth - Adjustment Method

Pct (percent): If selected, the Pct and Price To Base Percentage On fields become available for entry. Enter the adjustment percent and indicate if you want the adjustment percentage applied to the base price (Base) or to the price as calculated (Calculated).

- For example, suppose that you have a base price of 100 and two percentage adjustments of -10% each. If you select Base, the system applies each adjustment to the base price and totals the adjustments for a total adjustment of -20 and an adjusted price of 80.
- If you select Calculated, the system applies the adjustments incrementally according to the adjustment sequence number. The first adjustment of -10% is applied to the base price of 100 for an adjustment of -10 and an incremental price of 90. The second adjustment is applied to the calculated incremental price of 90 for an adjustment of -9 and an adjusted price of 81.
- **Amt (amount):** Enter an adjustment amount.
- Amount and percent adjustments can be either positive (surcharge) or negative (discount).